

S-E-C-R-E-T

MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

23 March 1955

1. Colonel White said that he was interested in working out a simple administrative device for use in the Staff of the Special Support Assistant, which would enable expeditious handling of T&A problems, leave, promotion, etc., for the members of that immediate staff.

25X1A9a 2. Colonel White spoke of the difficulty of getting started on the problem of support plans for DD/P elements through the Office of the Special Support Assistant because of the sensitivity of the projects involved. He added that it now appeared that the Ad Hoc Planning Committee of [REDACTED] was an appropriate vehicle for obtaining that information on country programs which was essential for his support elements to know in order to fulfill their mission. He said that no direct requests to Area Divisions for sensitive information of this type should be made and in any case where it was necessary to get facts of a sensitive operational nature, the requests should always be made through the Office of the Special Support Assistant. 25X1A9a [REDACTED] amplified what Colonel White had said and added that the only document in question was the final covering paper spelling out operational details to the PRC just prior to their action on the matter.

25X1A 3. Colonel White said that he was backing the policy of the Director of Training regarding the latter's feeling that attendance at conferences and association meetings should not be considered as "external training" within the meaning of the term as set forth in CIA Regulation No. [REDACTED]. Colonel Baird had pointed out that he had been unable to discover funds which had been budgeted within FY 1955 for this purpose, but that recent questions had been raised with his office wherein components had sought support of OTR payment for these expenses arguing that they had been previously budgeted for. Colonel White said that he did not intend to issue a memorandum on this matter but that hereafter when offices intend to send individuals, they should make use of funds at their disposal within their own offices.

4. Colonel Baird spoke of the various courses which are available to employees of the DD/S organization which he considered of especial value. These he categorized as follows:

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a. For overseas returnees in DD/S:

(1) Clandestine Services Review Course. Should be taken by overseas DD/S professional employees upon their return from the field. Individuals who have had sufficient time within the Agency to establish constructive credit for the Basic Orientation Course (BOC) need not take the BOC before the Clandestine Services Review (CSR). They may establish eligibility for constructive credit by taking a "waiver course" given by the Assessment and Evaluation Staff, OTR, upon specific request of individual offices.

(2) Administrative Refresher Course. Overseas returnees in the clerical or administrative category should plan to take this course upon return from the field.

b. Standard Courses

Any of the courses available in the Office of Training catalog as required.

c. Special Courses for Senior Officials of the DD/S

As a result of a meeting with the DD/S, the Director of Training is now preparing for initial offering in April of this year a course to be entitled "Special Clandestine Services Orientation Course." It is projected that this course will consume approximately forty classroom hours, that it will be of a seminar type and that it will be offered until all eligible senior officials have been enrolled.

Colonel White added his support of the philosophy of training for senior officials and advised those present to ignore his 15 March memorandum "Clandestine Services Type Training for Senior Officials in the DD/S Organization" wherein a requirement was levied for all offices and staffs to nominate some official to attend various offers of the Clandestine Services Review Course to be given this spring. Once the details of this Special Clandestine Services Orientation Course are worked out, a new requirement will be levied upon all offices and staffs for separate nominations. It was decided in the meeting that for guidance of the Director of Training, it would be wise to plan for programming the Special Clandestine Services Orientation Course on a two week time basis, twenty hours per week, half days.

5. Colonel White commented to Mr. Reynolds that he felt that because of unhappiness on the part of applicants and staff employees who were being rejected for employment or dismissed, regarding the amount and kind of information given to them on the nature of their disqualification, steps should be taken to work out a plan wherein it would be spelled out which office would tell which individual how much about his failure to qualify either for employment or continued employment. Accordingly, Colonel White asked that the Director of Personnel, the Director of Security, the Chief, Medical Staff, and the General Counsel constitute themselves as an ad hoc committee to draft a policy paper delineating areas of separate responsibility in this matter. He further asked that this draft come to him in the form of a directive which he could then sign addressed to Messrs. Reynolds, Edwards, and Dr. Tietjen regarding who will have action responsibility on each type of problem in this area.

6. Colonel White observed that he had been "stood up" on several briefings scheduled for his office heads and staff chiefs of late. He asked that anyone who is unable to make his scheduled briefing time get in touch with his office as soon as possible in order to avoid recurrence of this incidents.

7. In discussing the matter of recent difficulty with certain administrative plans developed by the Project Administrative Planning Staff, Colonel White said that he was interested in making sure that everyone realized that administrative plans were not a substitute for operational evaluations and that he, Colonel White, had no desire to interject himself into operational matters which were the province of the DD/P. He said to everyone participating in the formulation of these plans that under no circumstances should an attempt be made to evaluate operational matters in the course of developing plans. [REDACTED] 1A9a

25X1A9a [REDACTED] then mentioned he thought it would be advisable to develop a system of "program analysis" to review costs and developments on a continuing basis for projects for which administrative plans had been submitted. Colonel White added that he was in support of this plan in principle.

8. Colonel White told Mr. Reynolds it was General Cabell's wish that at the next senior staff meeting a seminar on personnel problems be organized and presented with representatives of the DD/I, DD/S, and DD/P, each to discuss personnel problems in their respective areas. Colonel White pointed out that this should not be construed as an exercise in criticism of the Office of Personnel but rather a self-examination of their personnel problems by each component. Mr. Reynolds replied that he had already drafted a tentative plan for this seminar which called for lead-off remarks by the DCI, DDCI, and the IG. Colonel White then invited suggestions from those present regarding the content of the seminar program to be submitted to Mr. Reynolds by Tuesday, 29 March.

9. Colonel Baird called the attention of all present to the forthcoming 12 April "Intelligence County Fair" (Intelligence Products Exhibit) which would be open all day in R&S Auditorium. He invited everyone at the meeting to attend this graphic display on the intelligence products of CIA and commented that a special conducted tour for certain G-2 personnel would be in progress that afternoon which anyone present could join without advance notice.

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10. Colonel White said that although there was an old Agency Notice [REDACTED] still on the books requiring a written report to the DCI to be made by all senior officials (including Deputy Chiefs of Divisions) on field trips taken by Agency personnel, General Cabell had left it to the discretion of the Deputy Directors which reports should actually go forward to the DCI. In turn, Colonel White told his Staff Chiefs and Office Heads to use their own discretion concerning which field trips of personnel in their organizations should be reported on in the manner prescribed in this Notice.

11. Commenting upon a previous statement of his in a DD/S Staff Meeting, Colonel White observed that when he stressed the desirability of maintaining good public relations with the Defense Establishment, he did not mean it was necessary for us to wage an aggressive campaign to win over the Defense Establishment through the instrumentality of close friends. He said he was merely pointing out the advisability of utilizing previous personal contacts as a means of establishing arrangements for getting things done smoothly and effectively with Defense.

12. Colonel White commented upon his interpretation of the meaning of current Agency promotion policies as it pertains to elements of the DD/S organization. He said he felt it was the responsibility of his Service Career Boards to:

a. Review all personnel in the same GS level when filling vacancies without confining such review to those eligible on the basis of time-in-grade.

b. Review all personnel periodically regardless of time-in-grade.

c. Recommend for promotion only those individuals most competent and deserving, even at the expense of keeping vacancies open until such individuals were identified.

It was also his opinion that every opportunity should be taken to promote from within the Agency before bringing people in from the outside. He added that this would be one way of assuring the retention of top-notch people for whom opportunities to advance were not as apparent today as in the period of rapid Agency growth.

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25X1A6a

14. Colonel White introduced [REDACTED] who has just returned from [REDACTED] to enter on duty as Deputy Director, Office of Logistics.

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